

**State Board of Equalization**  
**OPERATIONS MEMO**  
For Public Release

No : 1157  
Date: June 13, 2008

**SUBJECT: Lien Releases Upon Payment of Liability**

**I. GENERAL**

Government Code section 7174 mandates that liens representing a liability must be released within 40 days of the liability being paid. Compliance Policy and Procedures Manual (CPPM) sections 763.010 through 763.040 outline the Board of Equalization's (BOE) policy regarding release of liens upon payment of the liability.

**II. REQUESTS FOR LIEN RELEASES**

Credit card payments will be treated as cash payments for the purpose of lien releases. Requests by taxpayers, escrow agents, and title companies for release of liens upon payment by credit card will be handled expeditiously in accordance with CPPM section 763.030. Prior to releasing a lien for a liability paid by credit card, the payment must be verified in the Integrated Revenue Information System (IRIS). For payments made by personal check, no release will be furnished for 30 days from the date of payment, unless the taxpayer presents for examination the cancelled check used in making the payment.

**III. ROUTINE RELEASES OF LIENS**

Subject to the 30-day holding period for payments by personal check above, when a payment in full is received but not accompanied by a request for a lien release, the release will be furnished routinely within 40 days from the date of payment.

**IV. OBSOLESCENCE**

This Operations Memo will become obsolete when the information contained herein is incorporated into the CPPM.

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Distribution: 1-D